

Syncplicity

Procedural Bulletin # 5

Purpose

To establish guidelines for the submission process of the Quarterly Files.

Guidelines

Each grant funded entity will need to submit Quarterly data files via Syncplicity to adhere to a Secure File Transfer Protocol.

Before the submission deadline of the Quarterly Reports, each entity will be responsible for verifying access Syncplicity.

For assistance with access, please contact the Community Corrections Division Data Analyst.

Account Access and Setup

1. Please email the Community Corrections Data Analyst an access request with the individual's **First Name, Last Name, Entity** (*Community Corrections, Court Recidivism Reduction Program, Jail Treatment Services, Probation, Prosecutor's Diversion*), and **email address**.
2. An invitation will be sent, via Syncplicity (no-reply@syncplicity.com) to the new user followed by an email from the Community Corrections Data Analyst informing them it has been sent.
 - a. If the invitation has not been received within 30 minutes, please contact the entity's IT department to determine if your firewall or spam filter has blocked emails from Syncplicity.
3. Click on the link in the email.
4. Complete account creation form.
 - o No installations on the user's computer will be necessary. All submissions should occur via web browser. After the account is created, to re-access the folder at any time, navigate to the following web site: <https://my.syncplicity.com>.

Uploading Files

1. Navigate to the following web site: <https://my.syncplicity.com>.
2. Click 'Files' on the top left side of the screen.

The easiest way to sync and share your files

Login to Syncplicity

Email *

KaPorter@idoc.in.gov


► Sign-In Help

NEXT

Sign Up

Don't have an account?

Sign up for Syncplicity for FREE!

3. Click the displayed folder.
 - a. Please do not create a new folder or you will need to share access for the Community Corrections Data Analyst to see it and the files.
4. Click upload file icon. 
5. Locate the file on your computer.
6. Click **Open**.
 - Please upload each file individually and email the Community Corrections Data Analyst and the entity's Program Director to ensure they have been uploaded into Syncplicity and staff will verify permissions exist to view the files.

Password Resets

Navigate to: <https://my.syncplicity.com/Signup/ResetPassword.aspx>.

Frequently Asked Questions

- I see folders labeled "Archived" in my entity/county folder, do I submit my files here?
 - You do not need to enter the Archived folders to submit information. These folders are used to store historical submissions. You should click on your entity/county folder and submit the individual files there.
- I received an email saying you can't see my files I submitted, what do I do?
 - Occasionally, Syncplicity will not give us permission to see files submitted in folders. If you receive an email saying we cannot see them follow the steps below to share the files with IDOC.
 - Log back into Syncplicity at: <https://my.syncplicity.com>
 - Enter your county/entity folder by clicking on the name.
 - Right click on the first file you are trying to share.
 - Select **Share Link**.
 - Enter the email address for the Community Corrections Data Analyst and your assigned Program Director in the **To:** field.
 - Click **Email Link**.
 - Email the Community Corrections Data Analyst and your assigned Program Director to verify they can now see the files.

Share Link

x



Syncplicity End User Basic Overview March2014.mp4

Require recipients to login

To: KaPorter@idoc.IN.gov

Add a message

☐ Require recipients to enter password

Set expiration

Expire in days

Email Link

Generate Link